



WILLIAM T FUJIOKA  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

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Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

May 8, 2008

To: All Department Heads

From: William T Fujioka  
Chief Executive Officer

A handwritten signature in black ink, appearing to read "W. T. Fujioka", is written over the printed name and title.

Subject: **BOARD COMMUNICATIONS**

This memo is to reaffirm the importance of maintaining clear and open lines of communication to the Board of Supervisors and their staff regarding issues affecting your department. Departments are not restricted from contacting the Board offices to discuss any issue. In fact, you are encouraged to talk to the Board to keep them apprised of progress on projects, "hot issues," or other areas of Board interest.

The Board of Supervisors is the governing body of the County of Los Angeles and must be kept informed at all times. A key element to the success of the new structure is effective communication and strong collaboration with both the Board of Supervisors and this office. This includes ensuring that the information given to the Board is both timely and accurate. Although there is no restriction regarding communication with the Board, it is also requested that you keep our office equally informed. The success of any initiative is dependent on all of us working together to ensure that we are moving in the same direction.

Your cooperation in this matter is greatly appreciated. Please contact me directly or your DCEO if you have questions.

WTF:ES:cg

c: Each Supervisor  
Chief Deputy, CEO  
Deputy Chief Executive Officers, CEO